



Job Announcement

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Opening Date:	January 6, 2011	Closing Date:	January 20, 2011
Job Title:	Civil Assistant	Position Type:	Regular Full Time
PIN:	059428	FLSA Status:	Non-Exempt
Location:	Circuit Court for Kent County Chestertown, Maryland	Grade/Entry Range:	J06 \$28,372 - \$33,618 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Responsible for the full function and duties of the Civil Department. Maintains all civil, adoption guardianship, domestic violence and miscellaneous case files from filing to termination. Prepares new civil case files by verifying documents, typing initial docket entry and establishing case file folder. Maintains case docket by entering records of case documents as they are received using a computer keyboard. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Prepares summonses, writs, commitments, releases, bail bonds, bills for costs, etc., using a computer system. Calculates and totals all court costs and fees to be used in billing. Assists paternity/child support staff with maintaining case files. Determines and distributes appropriate forms to pro se litigants when necessary. Will be expected to cross-train and assist in the courtroom sections of the Circuit Court Clerk's office as assigned.

Education: High School Diploma or GED.

Experience: A minimum of one year of clerical work experience.

Preferred: Previous court or legal experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information; set priorities and simultaneously process multiple duties and responsibilities. Knowledge and ability to apply job-related terminology, codes, policies, procedures, rules, regulations and laws as required. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to add and subtract units of money. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Kent County
Mark L. Mumford, Clerk
Courthouse, 103 N. Cross Street
Chestertown, MD 21620

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.